

# GUIDANCE FOR ESTIMATING THE NUMBER OF FAMILIES AND CHILDREN SERVED WITH CARES ACT FUNDING ON THE ACF-800 REPORT

## I. INTRODUCTION

Grantees are required to report an estimate of the numbers of families and children served fully or partially with CCDF CARES Act funding, both separately and in concert with broader CCDF funds on the ACF-800 annual report. The estimate includes essential worker families served fully or partially with CCDF CARES Act funding. Congress is very interested in understanding how the dollars were utilized and the number of families, children, and providers impacted by the CARES Act grant dollars. The Office of Child Care (OCC) understands states and territories have varying capacities to capture and report families, children, and providers funded with CARES Act dollars separately from other CCDF or non-CCDF monies. This document provides guidance in estimating these numbers.

The CARES Act specifies a number of allowable direct child care services uses of the funding to respond to the COVID-19 health crisis. Allowable direct service expenditures include: 1) slot/subsidy payments for children of essential workers, 2) subsidy payments to providers based on enrollment (to sustain provider supply); 3) “double payment”, that is, paying a closed provider with broader CCDF funds, and another to provide care for the same child and the same timeframe with CARES Act dollars; 4) paying subsidy per CCDF allowable use; and 5) paying enhanced rates based on enrollment/attendance. *Quality grant expenditures (such as sustainability grants or grants for supplies) should not be included when considering expenditures in these calculations as they are not tied to a specific family/child and not considered direct service expenditures.*

OCC is aware that some grantees may have difficulty estimating the number of essential worker families served with CARES Act and CCDF funds. States and territories are free to utilize whichever external resources they find most useful. The following links are illustrative of some of the information that may be helpful:

- <https://unitedwaynca.org/stories/us-states-essential-workers/>
- <https://www.epi.org/blog/who-are-essential-workers-a-comprehensive-look-at-their-wages-demographics-and-unionization-rates/>

National Center on Child Care Data and Reporting (NCDR) staff are available to support grantees in their efforts in developing the estimates for essential workers. NCDR is available at [ncdr@ecetta.info](mailto:ncdr@ecetta.info).

## II. Element #15: Requires Estimates for Families, Children, and Providers during the Response to COVID-19

The Office of Management and Budget (OMB) recently approved changes to the ACF-800 report requiring grantees to report estimates of various subpopulations of families, children, and providers served during the COVID-19 pandemic with CARES Act and broader CCDF dollars. Effective FY2020, grantees must report the following on the ACF-800 report:

- #15: A description of the population of families, children, and providers reported under elements #1, #2, and #8 of the ACF-800 form;
- #15-1: Unduplicated ESTIMATE of the number of **families and children** served whose subsidy was fully or partially funded with CARES Act dollars
- #15-2: Unduplicated ESTIMATE of the number of essential worker **families and children** (e.g., medical workers, first responders, etc. as defined by the state) who received a subsidy because of the COVID-19 crisis (funded with CARES Act and broader CCDF dollars)
- #15-3: Unduplicated ESTIMATE of the number of **providers** that served children of essential workers who received a subsidy because of the COVID-19 crisis (funded with CARES Act and broader CCDF dollars)
- #15-4: Unduplicated ESTIMATE of the number of providers that closed for some period of time and received subsidies based on enrollment of subsidy-eligible children (funded with CARES Act and broader CCDF dollars)

These calculations for #15-1 through #15-4 should be based on the CARES Act direct services expenditures for families and children during the federal fiscal year, regardless of whether the families and children are reported on the ACF-800 and ACF-801 reports. *Keep in mind that the estimates for #15-1 are for those served with CARES Act dollars only, while #15-2, #15-3 and #15-4 estimates are for categories of families, children, and providers served with CARES Act funds, broader CCDF funds and, if pooling funds, non-CCDF funds. Quality grant expenditures (such as sustainability grants to providers or grants for supplies) should not be included in these calculations.*

Below are methodologies for calculating the estimates. These require different types of information and are suggestions only. Your choice of methodology for calculating each estimate will depend on what information is available for your program.

### III. #15-1: Number of Families and Children served whose subsidy was fully or partially funded with CARES Act dollars

#### METHODOLOGY 1: BASED ON AVERAGE MONTHLY CHILD CARE SUBSIDY PER CHILD

This calculation method for the numbers of families and children served with CARES Act funds requires the following information:

- Average monthly child care subsidy per child: The Lead Agency may use an existing average monthly subsidy per child amount used for budgeting, forecasting, or planning purposes as part of the administration of CCDF. The program may also calculate this

average based on a specific time period (for example 1 month or 3 months), dividing the total amount of child care expenditures on direct services by the total number of children served during that time period.

- **CARES Act funds expenditures:** The program should work with the financial staff to establish the total CARES Act funds expended on direct services for the fiscal year.
- **Average number of children per family:** The Lead Agency may use a previously calculated average number of children per family or calculate this average by dividing the total number of children served during a specific time period by the number of families served during that time period.

Calculate the number of children first. To calculate the **estimated number of children** served during the fiscal year, divide the total CCDF CARES Act direct services expenditures for the fiscal year by the average monthly child care subsidy per child and divide by the number of months you expended CARES Act funding.

**Methodology-Example**

(CCDF CARES Act Expenditures/Average monthly child care subsidy per child)/# of months expended CARES Act funding = Estimated unduplicated number of children served with CARES Act funding

**Calculation-Example**

(\$45,000,000/\$480.00)/6= 15,625 (Estimated unduplicated number of children served with CARES Act funding)

To calculate the **estimated number of families**, divide the newly calculated estimated number of children served during the fiscal year by the average number of children per family.

**Methodology-Example**

Estimated unduplicated number of children served with CARES Act funding/  
Average number of children per family = Estimated unduplicated number of families served with CARES Act funding

**Calculation-Example**

15,625/1.6 = 9,766 (Estimated unduplicated number of families served with CARES Act funding)

Report both of these numbers, the estimated number of families and the estimated number of children for #15-1.

## METHODOLOGY 2: BASED ON STATE/TERRITORY CHILD CARE CAPACITY

This calculation method for the numbers of families and children served with CARES Act funds is based on the state/territory's child care capacity and utilization rates and requires the following information:

- **Child Care Capacity:** The Lead Agency should use the programs' monthly capacity for child care prior to the COVID-19 response. The program may calculate an average monthly capacity based on a specific time period (for example 1 month or 3 months). The programs' capacity should be determined by the predominance of care types, and the average number of slots per care type.
- **Utilization Rates:** For the same time period, determine the utilization rates for the state/territory again considering the various care types in use during the same time period.
- **Total Direct Services Expenditures:** Include in this total all direct services expenditures for families and children reported on the ACF-800/ACF-801 report for the fiscal year, including CCDF funds, CCDF CARES Act funds, and non-CCDF funds if pooling funds to administer the program.
- **CARES Act funds expenditures:** The program should work with the financial staff to establish the total CARES Act funds expended on direct services for the fiscal year.
- **Average number of children per family:** The Lead Agency may use a previously calculated average number of children per family or calculate this average by dividing the total number of children served during a specific time period by the number of families served during that time period.

Calculate the **estimated number of children** served during the fiscal year first, by multiplying the program's capacity by the calculated utilization rate to get the total number of children served. Next, divide the CCDF CARES Act Direct Services Expenditures by the Total Direct Services Expenditures for the fiscal year to get the percentage of funds that represent CCDF CARES Act direct services expenditures. Multiply that calculated percentage by the number of children served to estimate the number of children served with CARES Act funds.

#### **Methodology-Example**

State/Territory Capacity \* Utilization Rate = Number of Children Served in Total

CCDF CARES Act Direct Services Expenditures/Total Direct Services Expenditures = % of funds that are CCDF CARES Act funding

Number of Children Served in Total \* % of funds that are CCDF CARES Act = Estimated unduplicated number of children served with CARES Act funding

#### **Calculation-Example**

58,000\*.75 = 43,500 (Number of Children Served in Total)

\$45,000,000/\$190,000,000 = 23.68% (% of funds that are CCDF CARES Act funding)

43,500 \* .2368 = 10,300 (Estimated unduplicated number of children served with CARES Act funding)

To calculate the **estimated number of families**, divide the newly calculated estimated number of children served during the fiscal year by the average number of children per family.

**Methodology-Example**

Estimated number of children served with CCDF CARES Act funding/average number of children per family =  
Estimated unduplicated number of families served with CARES Act funding

**Calculation-Example**

10,300/1.6 = 6,438 (Estimated unduplicated number of families served with CARES Act funding)

Report both of these numbers, the estimated number of families and the estimated number of children for #15-1.

**METHODOLOGY 3: BASED ON PRE-COVID-19 RESPONSE COUNTS OF FAMILIES AND CHILDREN**

This estimate of families and children served with CARES Act funds assumes that the majority of (or a specific estimate of or percentage of) new cases were served with CCDF CARES Act funding. This calculation requires the following information:

- Unduplicated counts of children prior to COVID-19 Response: The Lead Agency should determine the unduplicated count of children served just before the beginning of the COVID-19 health crisis and response. This would be the number of children served if your ACF-800 report were determined just prior to the onset of your COVID-19 response.
- Unduplicated counts of children at Fiscal Year End: The program should determine the unduplicated count of children served at the end of the fiscal year.
- Direct Service Dollars Expended after COVID-19 response began: Include in this amount direct services expenditures for families and children reported on the ACF-800/ACF-801 report for the months after the COVID-19 response began, including CCDF funds, CCDF CARES Act funds, and non-CCDF funds if pooling funds to administer the program.
- CCDF CARES Act funds expenditures: The program should work with the financial staff to establish the total CARES Act funds expended on direct services for the fiscal year.

Begin by calculating the number of children served after the COVID-19 response began and the percentage of direct services expenditures that represent CCDF CARES Act funding. Next multiply the calculated number of children by the percentage of CCDF CARES Act expenditures to **estimate the number of children** served with CARES Act funding.

**Methodology-Example**

Unduplicated count of Children at Fiscal Year End – Unduplicated count of Children prior to COVID-19 Response =  
Number of Children served after the COVID-19 response began

CCDF CARES Act Direct Services Expenditures/ Direct Services Expenditures after COVID response began = % of funds  
that are CCDF CARES Act funding

% of funds that are CCDF CARES Act \* Number of Children served after COVID-19 response began = Estimated  
unduplicated number of Children served with CCDF CARES Act funding

**Calculation-Example**

$75,000 - 45,000 = 30,000$  (Number of Children served after COVID-19 response began)

$\$45,000,000 / \$190,000,000 = 23.68\%$  (% of funds that are CCDF CARES Act funding)

$.2368 * 30,000 = 7,104$  (Estimated unduplicated number of Children served with CCDF CARES Act funding)

To calculate the **estimated number of families**, divide the newly calculated estimated number of children served during the fiscal year by the average number of children per family.

**Methodology-Example**

Estimated number of children served with CCDF CARES Act funding/average number of children per family =  
Estimated unduplicated number of families served with CARES Act funding

**Calculation-Example**

$7,104 / 1.6 = 4,440$  (Estimated unduplicated number of families served with CARES Act funding)

Report both of these numbers, the estimated number of families and the estimated number of children for #15-1.

**IV. #15-2: Number of Essential Worker Families and Children who received a subsidy because of the COVID-19 crisis (funded with CARES Act and broader CCDF dollars)**

**METHODOLOGY 1: BASED ON AVERAGE MONTHLY CHILD CARE SUBSIDY PER CHILD**

The number of essential worker families and children who received a subsidy because of the COVID-19 crisis can be calculated based on the average monthly child care subsidy assuming that the subsidy for essential worker families and children is the same as other families and children in your subsidy program. For this calculation, you will need the following information, which is similar to the information used for #15-1, methodology 1:

- Average monthly child care subsidy per child: The Lead Agency may use an existing average monthly child care subsidy per child amount used for budgeting, forecasting, or planning purposes as part of the administration of CCDF. The program may also calculate this average based on a specific time period (for example 1 month or 3 months), dividing the total amount of child care expenditures on direct services by the total number of children served during that time period.
- Total direct services expenditures for essential worker families and children: The program should determine the total direct services expenditures for essential worker families and children for the fiscal year. This should include CCDF CARES Act, CCDF, and non-CCDF funds used for direct expenditures.
- Average number of children per family: The Lead Agency may use a previously calculated average number of children per family or calculate this average by dividing the total number of children served during a specific time period by the number of families served during that time period.

Calculate the number of children first. To calculate the **estimated number of children** served during the fiscal year, divide the total direct services expenditures for essential worker families for the fiscal year by the average monthly child care subsidy per child and divide that total by the number of months you expended CARES Act funding on essential workers.

**Methodology-Example**

(Direct Services Expenditures for children of essential worker /Average monthly child care subsidy per child)/  
# of months children of essential workers were served = Estimated unduplicated number of children of essential workers served

**Calculation-Example**

(\$26,000,000/\$450)/6 = 9,630 (Estimated unduplicated number of children of essential workers served)

To calculate the **estimated number of families**, divide the newly calculated estimated number of children served during the fiscal year by the average number of children per family.

**Methodology Example**

Estimated number of children served/average number of children per family = Estimated unduplicated number of essential worker families served

**Calculation Example**

9,630/1.6 = 6,019 (Estimated unduplicated number of essential worker families served)

Report both of these numbers, the estimated number of essential worker families and children for #15-2.

## METHODOLOGY 2: BASED ON STATE/TERRITORY CHILD CARE CAPACITY

This calculation method for the numbers of essential worker families and children who received a subsidy because of the COVID-19 crisis is based on the assumption that you can determine a rough estimate of the percentage of all families and children who were essential workers and requires the following information:

- **Child Care Capacity:** The Lead Agency should use the program's monthly capacity for child care prior to the COVID-19 response. The program may calculate an average based on a specific time period (for example 1 month or 3 months). The program's capacity should be determined by the predominance of care types, and the average number of slots per care type.
- **Utilization Rates:** For the same time period, determine the utilization rates for the state/territory again considering the various care types in use during the same time period.
- **Estimate of percentage of families and children who were essential:** Based on information available to your program, estimate the percentage of all families and children who were essential worker families and children during the peak month of your COVID-19 response.
- **Average number of children per family:** The Lead Agency may use a previously calculated average number of children per family or calculate this average by dividing the total number of children served during a specific time period by the number of families served during that time period.

Calculate the **estimated number of children** served during the fiscal year first, by multiplying the program's capacity by the calculated utilization rate to get the total number of children served. Next, multiply the newly calculated total number of children served by the estimated percentage of the children who were essential during the peak month to get the estimated number of children who were from essential worker families.

### Methodology-Example

State/Territory Capacity \* Utilization Rate = Number of Children Served in Total

Number of Children Served in Total \* % of children who were from essential worker families from peak month =  
Estimated unduplicated number of children of essential workers served

### Calculation-Example

58,000/.75 = 43,500 (Number of Children Served in Total)

43,500 \* .15 = 6,525 (Estimated unduplicated number of children of essential workers served)



To calculate the **estimated number of families**, divide the newly calculated estimated number of children served during the fiscal year by the average number of children per family.

**Methodology-Example**

Estimated number of children of essential workers/average number of children per family = Estimated unduplicated number of essential worker families served

**Calculation-Example**

6,525 / 1.6 = 4,078 (Estimated unduplicated number of essential worker families served)

Report both of these numbers, the estimated number of essential worker families and the estimated number of children of essential workers for #15-2.

**METHODOLOGY 3: BASED ON PRE-COVID-19 COUNTS OF FAMILIES AND CHILDREN**

This estimate of essential worker families and children served assumes that your program can estimate the percentage of families and children served that were essential worker families and children. This calculation requires the following information:

- Unduplicated counts of families and children prior to COVID-19 Response: The Lead Agency should determine the unduplicated count of families and children served just before the beginning of the COVID-19 health crisis and response. This would be the number of families and children served if your ACF-800 report were determined just prior to the onset of your COVID-19 response.
- Unduplicated counts of families and children at Fiscal Year End: The program should determine the unduplicated count of families and children served at the end of the fiscal year.
- Estimate of percentage of families and children who were from essential worker families: Based on information available to your program, estimate the percentage of all families and children who were essential worker families and children during the peak month of your COVID-19 response.

Begin by calculating the **estimated number of children** served after the COVID-19 response began and multiplying that figure by the estimated percentage of the children who were children of essential workers.

**Methodology-Example**

Unduplicated count of Children at Fiscal Year End – Unduplicated count of Children prior to COVID-19 Response =  
Number of Children served after the COVID-19 response began

Number of Families served after COVID-19 response began \* Estimate of percentage of families and children who  
were essential worker children = Estimated unduplicated number of children of essential workers served

**Calculation-Example**

$75,000 - 45,000 = 30,000$  (Number of Children served after COVID-19 response began)

$30,000 * .15 = 4,500$  (Estimated unduplicated number of children of essential workers served)

To calculate the **estimated number of families**, divide the newly calculated estimated number of children served during the fiscal year by the average number of children per family.

**Methodology-Example**

Estimated number of children of essential workers served/average number of children per family = Estimated  
unduplicated number of essential worker families served

**Calculation-Example**

$4,500 / 1.6 = 32,813$  (Estimated unduplicated number of essential worker families served)

Report both of these numbers, the estimated number of families and the estimated number of children for #15-2.

**V. #15-3: Number of Providers that served children of essential workers who received a subsidy because of the COVID-19 crisis (funded with CARES Act and broader CCDF dollars)**

METHODOLOGY 1: BASED ON #15-2, NUMBER OF CHILDREN OF ESSENTIAL WORKERS SERVED AND CHILD TO PROVIDER RATIO FOR THE PROGRAM

The number of providers who served essential worker families and children because of the COVID-19 crisis can be estimated assuming that your program is able to calculate an estimate of the number of children served (#15-2) and an average child to provider ratio for your program. For this calculation, you will need the following (same calculations for #15-1, methodology 1):

- Number of children of essential workers served: the number of children of essential workers can be calculated using one of the methodologies provided for #15-2 (see Section IV).

- Average number of children per provider: Your program may already have a number for the average number of children per provider that can be used. Otherwise, you can calculate this using the total number of children served in a particular month by the total number of providers receiving payment in that month.

Using these two numbers, calculate the **number of providers that served children of essential workers** by dividing the number of children of essential workers served by the average number of children per provider.

**Methodology-Example**

Number of children of essential workers served / Average number of children per provider = Estimated number of Providers serving children of essential workers

**Calculation-Example**

4,500/6 = 750 (Estimated number of Providers serving children of essential workers)

Report this number, the estimated number of providers that served children of essential workers who received a subsidy because of the COVID-19 crisis for #15-3.

**METHODOLOGY 2: BASED ON STATE/TERRITORY CHILD CARE CAPACITY**

This calculation method for the number of providers who served children of essential workers who received a subsidy because of the COVID-19 crisis is based on your program's capacity, the predominance of utilized care types, and the estimate of the percentage of children of essential workers. It requires the following information:

- Child Care Capacity: The Lead Agency should use the program's monthly child care capacity prior to the COVID-19 response. The program may calculate an average based on a specific time period (for example 1 month or 3 months). The program's capacity should be determined by the predominance of care types, and the average number of slots per care type.
- Utilization Rates: For the same time period, determine the utilization rates for the state/territory, again considering the various care types in use during the same time period.
- Estimate of percentage of essential worker children of all children served: Determine an estimate for the percentage of all children who were from essential worker families during the peak month of your COVID-19 response.
- Average number of children per provider: Your program may already have a number for the average number of children per provider that can be used. Otherwise, you can calculate this using the total number of children served in a particular month by the total number of providers receiving payment in that month.

Calculate the estimated number of children served during the fiscal year first, by multiplying the program's capacity by the calculated utilization rate to get the total number of children served. Next, multiply the newly calculated total number of children served by the estimated percentage

of the children who were from essential worker families to get the estimated number of children who were from essential worker families. Take the number of children of essential worker families and divide by the average number of children per provider to get the number of **providers that served children of essential workers**.

**Methodology-Example**

State/Territory Capacity \* Utilization Rate = Number of Children served in total

Number of Children Served in Total \* % of children who were from essential worker families = Number of Children served from essential worker families

Number of children from essential worker families / Average number of children per provider = Number of Providers serving essential worker families

**Calculation-Example**

$58,000 * .75 = 43,500$  (Number of Children served in total)

$43,500 * .15 = 6,525$  (Number of Children from essential worker families served)

$6,525 / 6 = 1,088$  (Estimated unduplicated number of Providers serving children of essential workers)

Report this number, the estimated number of providers that served children of essential workers who received a subsidy because of the COVID-19 crisis for #15-3.

**METHODOLOGY 3: BASED ON PRE-COVID-19 COUNTS OF FAMILIES AND CHILDREN**

This estimate of the number of providers serving children of essential worker families assumes that your program can estimate unduplicated counts prior to the COVID-19 health crisis, estimate unduplicated counts for the fiscal year, and estimate the percentage of essential worker children of all children served. This calculation requires the following information:

- Unduplicated counts of families and children prior to COVID-19 Response: The Lead Agency should determine the unduplicated count of families and children served just before the beginning of the COVID-19 health crisis and response. This would be the number of families and children served if your ACF-800 report were determined just prior to the onset of your COVID-19 response.
- Unduplicated counts of families and children at Fiscal Year End: The program should determine the unduplicated count of families and children served at the end of the fiscal year.
- Estimate of percentage of essential worker children of all children served: Based on available information, estimate the percentage of all children who were from essential worker families during the peak month of your COVID-19 response.
- Average number of children per provider: Your program may already have a number for the average number of children per provider that can be used. Otherwise, you can calculate this using the total number of children served in a particular month by the total number of providers receiving payment in that month.

Begin by calculating the number of children served after the COVID-19 response began and multiplying that figure by the estimated percentage of children who were children of essential workers. Then take the estimate of the number of children who were from essential worker families and divide by the average number of children per providers to get an estimate for the number of **providers that served essential worker families**.

**Methodology-Example**

Unduplicated count of children at Fiscal Year End – Unduplicated count of children prior to COVID-19 Response =  
Number of Children served after the COVID-19 response began

Number of Children served after COVID-19 response began \* Estimate of percentage of Children who were essential  
worker children = Number of Children of essential workers served

Number of essential worker Children served/Average Number of children per provider = Number of Providers serving  
Children of essential workers (Assuming on average a provider served 6 children)

**Calculation-Example**

75,000 – 45,000 = 30,000 (Number of Children served after COVID-19 response began)

30,000 \* .15 = 4,500 (Estimated unduplicated number of Children of essential workers served)

4,500/6 = 750 (Estimated number of Providers serving Children of essential workers)

Report this number, the estimated number of providers that served children of essential workers who received a subsidy because of the COVID-19 crisis for #15-3.

**VI. #15-4: Number of Providers that closed for some period of time and received subsidies based on enrollment of subsidy-eligible children (funded with CARES Act and broader CCDF dollars)**

If your program cannot easily determine from your IT system the number of providers that closed but still received payment, consider some of the following in your brainstorming about an estimate for this element:

- Providers not serving essential workers: During your state/territory's closure (time in which you only served essential workers), assume all providers who were not serving essential workers yet received a payment were closed and therefore should be a part of your calculation.
- Children for whom payments were 'doubled': With the double payment, the assumption is that the initial provider closed and received a payment.
- Providers for children who changed providers: For any child who changed providers during the closure, you may assume that the original provider was closed (families meeting eligibility requirements and have 2 or more settings).

Your best estimate for determining this should be reported for #15-4.

## VII. RESOURCES

OCC provided guidance for both the ACF-800 and ACF-801 reports to ensure grantees are able to report services paid for with CARES Act funds. Below are useful URLs for information on reporting the ACF-800 and ACF-801 during the COVID-19 response:

**ACF-800 Program Instruction** at <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2020-04>

**ACF-800 Form** at [https://www.acf.hhs.gov/sites/default/files/occ/acf\\_800\\_form\\_25jun2020.xlsx](https://www.acf.hhs.gov/sites/default/files/occ/acf_800_form_25jun2020.xlsx)

**ACF-800 Instructions** at [https://www.acf.hhs.gov/sites/default/files/occ/acf\\_800\\_instructions\\_06252020.pdf](https://www.acf.hhs.gov/sites/default/files/occ/acf_800_instructions_06252020.pdf)

**ACF-801 Guidance** at <https://www.acf.hhs.gov/occ/resource/clarifications-for-reporting-ccdf-direct-services-on-the-acf-801-report-during-the-covid-19-response>

If you have other questions or need more information about either report, there are two primary resources for additional help – the Regional Office Child Care Program Manager and the National Center on Child Care Data and Reporting (NCDR). You should contact your Regional Office if you have questions regarding your Child Care program policy or operations. Contact information for the **Regional Offices** can be found on the OCC website at <https://www.acf.hhs.gov/occ/resource/regional-child-care-program-managers>.

NCDR works with OCC to provide technical assistance to all state, territory, and tribal CCDF grantees with matters related to the required CCDF data reporting. You can reach NCDR Monday to Friday from 9:00 am – 5:00 pm, prevailing Eastern Standard Time.

Phone (toll-free): 1-877-249-9117

E-mail: [ncdr@ecetta.info](mailto:ncdr@ecetta.info)